

REGIONAL SCHOOL DISTRICT No. 17
ADMINISTRATORS SPECIAL MEETING Minutes

“TRANSFORMING TEACHING AND LEARNING”

Wednesday, March 17, 2010, 3:48 p.m. – 5:00 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: Pamela Hensel, Gary Mala, Miriam Wagner, Pat Muzzulin, Bryan Kerachsky, Charlie Macunas, Neil English, Priscilla Luoma, Sheila Ward, Janice Harris, Elisa Pitoniak, Rita Peretto, Tracy Whaples, Scott Butson, Sharon Shettleworth

ITEM

- 10-87 Building & Department Reports
- a. Transportation – No report
 - b. Facilities – No report
 - c. Health Services – No report
 - d. Pupil Services – Tracy indicated that she needs a list of expelled students to coordinate tutors. Mim said they would communicate that information to her.
 - e. Food Services – Sharon reported that breakfast service at the MS has been discontinued due to poor participation. Adult lunches had fallen significantly this school year with the earlier lunch schedules, therefore Sharon is testing a new adult lunch program at the High School and participation is on the rise.
 - f. Technology – Scott notified administrators that “Push to Talk” on school supplied cell phones would be eliminated beginning Friday. The service was no longer necessary or efficient.
 - g. Central Office – No report
 - h. HKHS – HS Students who presented the online safety information to the HS and MS students will take their presentation to Paulson Middle School in Madison next week. An auto insurance company recognized Deb Miles as Teacher of the Year with their company, honoring her with a check for \$1,000 and H-K High School with a check for \$500.00.
 - i. HKMS
 - j. HES – Janice remarked that our volunteers were recognized at the Aquaturf with a wonderful luncheon.
 - k. BES-
 - l. KES – Rita reported KES held a “Jump-a-thon” and celebrated St. Patrick’s Day.
 - m. Child Care- No report

- 10-88 From the Superintendent of Schools
- a. Budget 2009-2010 – Status Report – nothing to report at this time. Stay tuned....
 - b. Budget 2010 – 2011 – Update – Gary noted that people are commenting on the proposed budget. The BOE will consider public input from hearings prior to voting on the budget.
 - c. 2010-2011 Staffing: Meeting Dates – Staff assignment meetings are scheduled for Wednesday March 24th from 2:30 -4:30 p.m. and Monday, March 29th from 8:00 – 10:00 a.m..
 - d. Clarification of managing building based issues – Gary clarified the process to be used when addressing issues at the building level. Assistance is available from the Superintendent or other Central Office Administrators should the need arise.
 - e. Teacher and Staff Member of the Year
 - f. Clarification of building / district responsibility to BEST / TEAM – Rita stated that Beginning Teachers have been assigned mentors. Teachers hired mid-year can sometimes fall between the cracks, both Rita and the association need to know who they are. Gary instructed administrators to make a notation of each new teacher and send notice to Rita and Pamela when they reach there 40th day. Rita will send a list of 1st and 2nd year teachers to administrator’s and ask that they verify and confirm those listed are accurate. This pertains to certified staff only and they must work 40 days consecutively.
 - g. Reading Summit – The Reading Summit has been scheduled for Saturday April 24th from 8:00 a.m.– 2:00 p.m. and Friday May 7th from 4:30 – 8:30 p.m. Staff should commit to both sessions.
 - h. Blue Ribbon Schools Oversight Committee – Stay tuned for more information to come.

- 10-89 From the Director of Fiscal Operations

a. Review of Student Activities Management Procedures- Gary indicated that the Audit Sub-Committee will audit the Student Activity Accounts and requested principals pull their records for the past 6 months. Gary reminded principals that they are responsible for the money in those accounts.

The Superintendent reported on the following:

Summer Center – The Superintendent is passing the Summer Center Program to Park and Rec. RSD17's only summer program will be ESY run through Pupil Services.

Professional Development – Gary asked that principals check their PD plans and funds and let him know the status of each.

Gary reminded principals that state law dictates coaches need to be evaluated yearly. He added all coaches need to be notified within 90 days if you do not plan to have them return otherwise they are entitled to the job.

Curriculum documents have all been approved by the BOE (Science, Language Arts and Math). Scott will archive the old ones and post the new ones on our website.

BOE is requesting copies of every Social Studies textbook and would like to visit schools during Social Studies period to observe what is being taught. The visitation schedule will be as follows: HS- March 29, MS- March 30th, BES –March 31st, HES – April 1st, KES April 7th. Gary asked that principals send to Pamela in Word format the times when Social Studies is being taught in their buildings.

Handbook changes need to be approved by the BOE prior to printing. There will only be two more meetings held in this school year. Depending on your publication date please get those changes to Gary as soon as possible.

Graduation will be on a Friday.

10-90 Status Report on Vacancies

10-91 Question & Answer Session

10-92 Next Meeting Dates: April 7, 2010 @ 3:00 p.m. –Reflection Session